

# Interpreter Reference Guide (IRG)

## District of Nebraska

### Overview

The purpose of this document is to provide the interpreter with current rate and contact information for the required interpreter contract.

### Fees

#### Certified and Professionally-Qualified Interpreters (Rates Effective 1/1/2006)

Term:	Rate:
Daily Rate (more than 4 hours)	\$355.00
Half-Day Rate (4 hours or less)	\$192.00
Overtime Rate	\$ 50.00 per hour or part thereof

#### Non-Certified Language-Skilled Interpreters (Rates Effective 1/1/2006)

Term:	Rate:
Daily Rate (more than 4 hours)	\$171.00
Half-Day Rate (4 hours or less)	\$ 92.00
Overtime Rate	\$ 28.00 per hour or part thereof

### Travel

Interpreters outside the local one-way commuting distance of 30 miles are eligible to receive reimbursement of travel expenses, in accordance with the *Judiciary Staff Travel Regulations*.

### Mileage

Mileage Rate:	Effective Date:
44.5 cents per mile	January 1, 2006

### Subsistence

Interpreters authorized to incur subsistence must itemize expenses on an actual-cost basis. Subsistence is limited to actual hotel cost plus actual meals and incidental expenses (M&IE), with a combined total not to exceed the per diem rate of the locale. Itemized expenses up to a maximum M&IE rate of \$49 in Omaha and \$39 in Lincoln and North Platte are authorized when no lodging expenses are incurred.

Location:	Max. Per Diem Rate:	Effective Date:
Omaha	\$128.00	October 1, 2005
Lincoln	\$ 99.00	October 1, 2005

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## Interpreter Reference Guide, continued

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North Platte	\$ 99.00	October 1, 2005
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**Other travel expenses** Round-trip airfare, taxi fares, lodging taxes, and parking fees are examples of reimbursable expenses for interpreters in travel status. (See *Judiciary Staff Travel Regulations* for further detail.)

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**Receipts required** Receipts for airline tickets, lodging, and all other expenses over \$25 (except for meals) must be included with the *Statement of Services* form.

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### **Court contacts**

#### **General Questions/Invoices:**

Deb Wesely  
U.S. District Court - District of Nebraska  
Shared Administrative Services  
111 S. 18th Plaza, Ste. 1152  
Omaha, NE 68102-1322  
Phone: (402) 661-7370  
Fax: (402) 661-7387  
e-mail: [billing@ned.uscourts.gov](mailto:billing@ned.uscourts.gov)

#### **Procurement/Contract Questions:**

Terry L. Smedra  
Procurement Specialist  
Phone: (402) 661-7367

Pat A. Williamson  
Administrative Supervisor  
Phone: (402) 661-7372

#### **Background Check Questions:**

Richard D. Reinwald or Peggie S. Mackey-Sy  
Human Resources  
Phone: (402) 661-5990  
e-mail: [usdchr@ned.uscourts.gov](mailto:usdchr@ned.uscourts.gov)